

Carpenter Park SFH BOD Meeting
Wednesday, January 15th, 2020 at 6:30
Location of Meeting: Burger King, 2791 NC 55 Hwy., Cary, NC

MINUTES

1. Call to Order: 6:47 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Don Jones, Vice-President
Darlene Stone, Treasurer
Dawn M. Geda, Secretary

GC Meadows: Amy Boe

3. President's Report: The President thanked the Board for all their efforts on the drainage project.

4. Treasurer's Report:

- a. New report produced by Amy. See attached.
- b. Manual. Darlene is writing a manual which should be ready in February.
- c. Five year outlook financial plan/budget. Being prepared and will be available in the next few months.
- d. Committee meetings. Every few months with GCM assisting when needed. Frequency of meetings may change as time goes on.
- e. Meeting with GCM. Darlene and Amy to meet in the near future to discuss a number of things such as when to raise dues, etc.
- f. Committee members are: Darlene Stone, Jim Baucom, and Kathy Stephens. Don Jones to assist when needed.

5. Committee Reports:

- a. Architectural Committee: Sue Adams will be submitting a request for windows in near future. She has already spoken with Amy.
- b. Nominating Committee: Darlene refined verbiage in letter to solicit more members for committee as well as the Board. The Board discussed sending a periodic newsletter. Amy gave ideas for newsletters and recommended Spring and Fall editions for Carpenter Park. Each committee will submit a report to add to the newsletter. There will also be small bites of language from our governing documents giving explanations and examples of how they would benefit our homes and members.
- c. Landscape Committee:
 - i. In March all block captains will view homes on their street and make notations for any cleanup and/or concerns. Lists to be submitted to Amy. This list will also include any concerns or items in way of landscapers.
 - ii. Spring cleanup. This will be a focus this year and will be a topic in our first newsletter outlining to members our guidelines - courtesy letter for violations, etc.
 - iii. Illegal dumping. The Board has decided, based on Amy's recommendations, that it would be best to hire professionals to do

this for us due to critters and/or hazardous materials that could be contained in some of the areas. Don will get estimates and submit to the Board for consideration. Pat will also ask our landscaper if they would be interested in the work. Motioned by Don/Seconded by Darlene.

- iv. Front entrances. Board will ask Finance Committee for budget for entrance planting Kudrow and Millet. Pat found out from the township that the Morrisville-Carpenter Road widening project may be on hold for 5 years. We will move ahead with entrance repairs and plantings.
- v. Lighting for entrances. The Board decided to go with solar lighting due to recent advances. Dawn will look for solar lights. We will get the designs for the entrances and put those in and then purchase the lighting.

6. Management Company Report:

- a. Sink hole at Kudrow and Millet is back. Amy called the Township. It has been repaired again. Amy to get more extensive info as to what they did the last time for sink hole, and why it happened again. Concern, it happened again in same spot one year later. Don asked to be involved in this and asked Amy to let him know what she finds out. Amy agreed.
- b. Preston Condo ponding issue. Amy is going to submit Ray's recommendation verbatim to Preston.

7. Association Business:

- a. Drainage Project: Don Jones to Manage.
 - i. Gallavan Quote:
 - 1. \$107,000 – Funding approved.
 - 2. Changes may need to be made as project moves along.
 - 3. Private tie ins are between the homeowner and Gallavan. Don will manage this and assist Steve and homeowners.
 - 4. Steve wants one person of the board as a liaison for private tie ins. Don volunteered and the Board agreed.
 - 5. Steve will meet on issues with homeowners with Don and/or Ray. Don to work as a facilitator. Boards wants a record of which neighbors tie in. Don agreed and will create a spreadsheet and update with Board periodically.
 - 6. Two people want to meet with Steve. One is Sue Adams. This will be arranged. Amy to contact Don.
 - 7. Drainage project managers: Ray, Don, and Amy
 - 8. Payments February through August. Amy to send out coupons and letter.
 - 9. Phases will be done as money is available.
 - 10. Invoices to be sent to arrive by February 1st.
 - ii. Spreadsheets Detailing Assessment Income and Project Costs for each of the Five Phases.
 - iii. Project Tracking Spreadsheet
 - 1. Establish Work Schedule
 - 2. Track Progress and Issues
 - 3. Monitor Costs
 - 4. Inspection of Completed Work
 - 5. Communications to Board and Homeowners

6. Documentation of Project and Summarization of Completion
 7. Documentation of Funds and Expenditures
 8. Documentation of Change Orders
 9. Cost Overruns
 10. Order of Phases
 11. Action Register Update
 12. Project Plan Update
 13. Contractor Liaison
 - a. Passing of Project
 - b. Additional Scope of Work Items
 - i. Draft of Written Scope of Work
 - ii. Contract Detail and all Inclusive
 - iii. License
 - iv. Bonding
 - v. Insurance
 - vi. Liability Insurance
 - vii. Hold Harmless or Indemnity to the Board
 - viii. Warranty Language and Commitment
 14. Special Assessment Payment Monitoring (late payments, refusal to pay, fees and interest, etc.)
 15. Project Status Updates
 - b. CCRC Update and/or Recommended Changes by Homeowner – Look and submit comments.
 - c. Future Special Homeowner Meetings
 - i. Use “Roberts Rules of Order” – Board agreed.
 - ii. Cell phones off and put away – Board agreed.
8. Other Business:
Approval of December minutes. Motioned by Darlene/Seconded by Don
9. Next Meeting Dates: Wed, February 19th, 2020 at 6:30 p.m. at Burger King
Wed, March 18th, 2020 – Open to Homeowners
Mon, April 20th, 2020 at 6:30 p.m. – Baptist Church
10. Adjournment: 8:34 p.m.

Respectfully submitted by Dawn M. Geda, Secretary

Carpenter Park SFH BOARD Meeting
Wednesday, February 19th, 2020
Location: Patricia Buchanan's Home – 306 Millet Road, Morrisville NC

MINUTES

1. Call to Order: 6:42 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Don Jones, Vice-President
Dawn Geda, Secretary
Darlene Stone, Treasurer

3. President's Report:

Carpenter Park Condominium Association Pool Issue

- a. CPSFH's name is on the deed and it should not be.
- b. They would like us to pay half the attorney fees. We are not responsible and will not be paying any fees.
- c. We will look into getting our name removed from the Deed.

4. Vice-President's Report:

Community Drainage Project - Update

- a. Meetings with Don, Ray, Steve, Amy continue.
- b. First change order in process and includes all items discussed to date.
Quote to stay the same unless new bubbler causes a problem.
 - i. Work to start and include homes at entrance of Kudrow.
 - ii. 120 Rama concern included and resolved.
 - iii. Burying piping at property line and not through middle of property for three homes resolved.
 - iv. Adding a bubbler and/or connecting new pipe to a bubbler resolved.
 - v. Several smaller changes discussed with Steve and resolved.
- c. Steve to get back with Don this week on other items and issues.
- d. Amy is now officially the Project Manager of this drainage project.
- e. 18 of 98 residents have paid their drainage assessment in full.
- f. Pat to ask Amy to provide a written report before each board meeting to be discussed and reviewed.

5. Treasurer's Report:

- a. Treasurer Report for January 2020
 - i. Increase in cash balance of \$7000.00.
 - ii. Missing \$197.13 has been found and accounted for.
- b. Finance Committee – Policy and Procedures Documents
 - i. Darlene emailed new policy and procedures documents to Board for review prior to meeting.
 - ii. Review of questions and concerns of policy and procedures documents and input and answers provided by Board.
 - iii. Darlene to make corrections and submit final documents to the Board.
- c. Small Bites Document – Topic: Temporary Structures (Boats, Motorhomes, Etc.)

- i. Focus on adding into the document benefits to the homeowner and/or residents. Board agreed.
- ii. For trailers, motorhomes, boats:
 1. Board agreed to place a cap on the frequency of item at resident's home.
 2. Board agreed to place a cap, possibly tiered, based on footage of item.
 3. Darlene to revise and resend to final to Board.

6. Property Manager's Report

- a. Review of Common Area Spring Clean Up Letter written by Amy Boe.
 - i. Board agreed to a few small changes to the letter.
 - ii. Pat to email Amy about the changes.
 - iii. New letter to be sent.
- b. Review of status of Special Assessments:
 - i. 18 of 98 residents have paid in full.
 - ii. Payments are going well so far.
- c. Homeowner Violations to date in which letters have been sent to homeowner(s):
 - i. 110 Kudrow – Trash cans in driveway.
 - ii. 317 Millet – Trash cans and side yard garden.
 - iii. 107 Kudrow – Trash cans and power washing.
 - iv. 203 Kudrow – Bench in front yard.
 - v. 205 Kudrow – Trash cans and power washing.

7. Committee Reports:

- a. Architectural Committee:

ARC Guidelines Review sent by Ray on 1/23

 - i. All changes approved but pool/hot tubs clause.
 - ii. Pat to email Ray and advise of same.
 - iii. Final Guidelines to be sent to Board after revisions for final approval.
- b. Landscape Committee:
 - i. Entrance meeting with Josh of DreamScapes on 2.18.2020.
 - ii. Josh to send proposals on clean up of common areas and on entrances.
 - iii. Josh reported mowing is going well. There is nothing in yards that is causing any issues to date.
- c. Nominating Committee: No response to email campaign. We will keep trying.

8. Association Business:

Some of the survey stakes placed earlier in the year are not in the correct location. Don was going to hire somebody to take care of them. Pat to follow up with Don. They need to be corrected.

9. Other Business:

Approval of January Minutes – Motioned by Darlene/Seconded by Pat

10. Next Meeting Date: Wednesday, March 18, 2020

11. Adjournment: 8:17 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH Monthly Board Meeting
Wednesday, March 18, 2020
Location: Online via Hangouts

MINUTES

1. Call to Order: 6:30 p.m.
2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn M. Geda, Secretary

Committee Members present: Ray Rapuano, Architectural Committee

GC Management present: Amy Boe, Property Manager
3. President's Report: None
4. Treasurer's Report: Prepared by Darlene Stone/Presented by Patricia Buchanan
Attached
5. Committee Reports:
 - a. Landscape Committee:
 - i. Homeowner has expressed interest in joining the committee. Board will reach out when the weather gets warmer.
 - ii. Dreamscape Entrance Design and Clean Up Project Update:
 - a. This is expected to be a Fall project and Amy has requested a list of plants.
 - b. DreamScape clean up quote approved by the Board. This is a cleanup of all trash in all common areas of CPSF. Motioned by Pat/Seconded by Dawn
 - b. Architectural Committee:
 - i. Revisions to architectural documents are completed.
 - a. Forms are now interactive and can be filled out online.
 - b. Items rearranged for better flow.
 - c. Descriptions written clearer and simpler for better understanding and are self-explanatory.
 - d. The Table of Contents has links that will take the reader directly to that section of the document.
 - e. Board agreed to accept this document in its final form.
Motioned by Dawn/Seconded by Pat.
 - f. Pat to forward Word and PDF versions to Amy.
 - g. Amy to post only PDF version on website.
 - ii. Gallivan Contract:
Final revision is currently under review.
 - iii. Survey markers:
A few of the permanent survey markers were not placed properly. Don Jones has the action or correct.

- iv. Violations:
 - a. Several homes are still not in compliance and are in continual violation of trash can policy.
 - b. Multiple homes are also in violation of residue on siding policy.
- v. Trash Can Policy Review:
 - a. We need to update policy to enforce compliance. Board discussed several options. Fine to be applied.
Motioned by Dawn/Seconded by Pat.
 - b. Pat to draft new policy language and email to Board and Amy.
- vi. Bench stolen: A homeowner put a bench out on the greenway next to their house and it was stolen shortly afterwards. Nothing has been reported to the Board at this point. We will continue to monitor.
- vii. Architectural request status:
 - a. Two requests have been received and approved by the Architectural Committee and the Board.
 - b. Signatures no longer required by neighbors. GCM notifies neighbors once ARC requests have been approved.
- viii. New Architectural Request Process:
Flow of the ARC process has some issues and a meeting is to be scheduled with the ARC to discuss and revise the process.

6. Association Business:

- a. Don Jones' Resignation effective: 2/20/2020.
- b. Darlene Stone's Resignation effective: 3/18/2020
- c. April CPSF Homeowner's Meeting: T/B/R due to Corona Virus.
- d. Corona Virus:
All meetings in the near future will be virtual.
- e. Drainage Project Update:
 - i. Ray to obtain additional permits if they are needed.
 - ii. Contractor to:
 - Develop final scope and revised pricing to include refined counts for pipe length, sizes, connectors, Ts, and yard inlet drains
 - Develop a unit price for side yard drainage between two homes
 - Amy is the drainage project manager with the assistance of Dawn Geda and Ray Rapuano and the ARC
- f. Replacement of Board Members – reviewed possible candidates and best way to proceed with replacement. Pat took the action to begin soliciting candidates.
- g. Review of audit status and 2019 yearend financial report

7. Other Business:

- a. Approval of CPSF Board February Minutes – Motioned by Dawn/Seconded by Pat.
- b. Amy needs the minutes for Sept, Oct, Dec. Dawn to send.

8. Next Meeting Dates:

- a. CPSF Board Meeting – online: Wednesday, April 15, 2020
- b. CPSF Homeowner's Capital Meeting – T/B/D

9. Adjournment: 8:23 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH BOD Meeting
Wednesday, April 15th, 2020 at 6:30 p.m.
Location: Virtual/Online

MINUTES

1. Call to Order: 6:32 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
JoAn Evans - Member at Large
Rajan Sharma - Member at Large
Atik Kikani - Member at Large

GrandChester Meadows: Christopher Weing

Dreamscapes: Josh Eisenschmidt

Homeowners Present: Bobbie Hennes

3. President's Report: COVID-19 (See Attached)

- a. Current NC stay at home order in effect till 4/30.
 - b. Maintain collection of assessments and dues.
 - c. Accept hardship requests on case by case basis.
 - d. Waive fines/assessments/dues if necessary or make special payment plans.
 - e. Continue to send violation notices. Work with homeowners that do not have the funds to correct violations, i.e. mulch.
- Motioned by Dawn/Seconded by Rajan

4. Treasurer's Report:

February Aging Report – Discussed and reviewed. (See Attached).

5. Committee Reports:

a. Architectural Committee:

i. Drainage Project Update

1. Begin on May 1 and end in August weather permitting.
2. \$50K surety bond.
 - a. Ray is recommending the bond.
 - b. GCM also recommends the bond.
 - c. Pat to follow up with Steve for more information.
 - d. Amy suggested a contract draw (payment after work completed).
 - e. Pat to forward Ray's email.
 - f. Pat to forward Gallivan contract to all board members.

b. Landscape Committee:

i. Dreamscape:

1. Grass update: Bermuda is slowly taking over Fescue. Dreamscapes will seed in the fall due to all the bare spots. Second weed killer applied this spring. Lawns are coming along, but it will take time to get up to par.
2. Grass clippings blown on homes and patio fencing. Josh to talk with crew and will try reverse mowing where applicable.

3. COVID-19. Some of the crew are wearing masks; some are not. For now crew is following CDC guidelines. Due to weather and work, it gets very hot to wear the masks.
 4. Spring common area cleanup scheduled for week of 4/19 weather permitting.
 5. Residents who request no spray (Round Up). Josh reports on some of these homes, residents are not weeding their gardens. He confirmed this is not in their contract and his crew will not be hand weeding. Some homeowners are not doing it. He does not want this to reflect poorly on Dreamscape and made this known to the Board.
- ii. Trashcan Violations: Still an ongoing issue. Board agreed to send an email to all residents outlining the importance of putting trashcans away within 24 hours of pickup. For residents that continue to violate, fines will be assessed. Pat to check with the Township on trashcan ordinance and any issue with fining.
 - iii. Violation at 205 Kudrow. Swingset; horseshoe pits on the lawn; residue on siding. Amy to send violation letter.
 - iv. Spring Residence Clean Up & Violations. Dawn submitted a list of violations for Kudrow Lane. Amy to send out letters. Dawn will also do Rama and Lodgin. Bobbie, Pat, and JoAn will do Millet.
- c. Nominating Committee
 - Nomination of New Board Members
 - a. Treasurer: Rajan may be interested. Pat to send report.
 - b. Liaison to the Community: no interest at this time.
 - c. Bank Account: Don and Chad to be removed.
 - d. Landscape Committee: Tom Jones has been added to this committee. Motioned by Pat/Seconded by JoAn.
6. Management Company Report:
 - a. Homeowner communications section entered on website. This will be tracked and followed through by GCM.
 - b. Complaint: Damage to a drain cap by Dreamscape. Issued resolved by Dreamscape.
 7. Association Business
 - Approval of March Minutes: Motioned by Pat/Seconded by Dawn
 8. Next Meeting Date: Wednesday, May 20th, 2020 at 6:30
 9. Adjournment: 8:39 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH BOD Meeting
Wednesday, May 20th 2020
Location of Meeting: Virtual/Online

MINUTES

1. Call to Order: 7:00 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
JoAn Evans - Member at Large
Rajan Sharma - Member at Large
Atik Kikani - Member at Large

GCM present: Chris W.

3. President's Report: See attachment.

4. Treasurer's Report: Meeting with David next week. Accounts and entries are correct and up to date. Assessment payments are coming in.

5. Committee Reports:

a. Architectural Committee:

Status of Community Drainage Project

Obtain list of homes with grading issues and flooding issues.

b. Landscape Committee:

i. Block Inspection Status: Chris to send a monthly list of homes where violation letters sent.

1. Kudrow: Done

2. Lodgin: Done

3. Millet: Sara has had a shoulder injury, but is planning on finishing the rest of Millet.

4. Rama: Done

ii. No Soliciting Signs Status: Dawn to send email of sign options to Board.

iii. Common Area Clean Up Status: Email from Josh. Delayed till the 27th due to Covid and the rain. It will now be done next week.

c. Nominating Committee:

i. Treasurer: Rajan Sharma has agreed to this position. GCM to write checks, etc. Rajan's name will be added to bank account. Pat and Rajan to discuss further in more detail as to responsibilities, tasks, etc.

ii. Vice President: Position remains vacant.

iii. Nominating Committee – The Board continues to seek volunteers for this committee.

iv. Hospitality Committee – The Board continues to see volunteers for this committee.

6. Management Company Report:

- a. Insurance Policy Renewal Recommendation by GCM: Expires in July.
- b. CC&R Change Recommendations: Changes/updates needed. 90% vote needed from the homeowners. Include power washing and mulch? GCM to obtain 3 estimates for both. Chris will also provide 5 year budget to help with this decision.
- c. Implementation of a Monthly or Quarterly Homeowner Newsletter: Agreed. Amy from GCM to assist.
- d. Extension of GCM Contract. Currently this expires mid year. It would be much easier if this was a year to year contract. Chris will obtain pricing for us for the remaining months through the end of the year and also for 2021.
- e. 2021 Capital Plans: In process.
- f. Entrances: A new cap for Millet post would cost \$1500. Board would like to consider other options. Chris from GCM to obtain 3 bids and submit to the Board.
- g. Retaining wall at Millet: Repair did not pass during vote in 2014. It is costly – approximately \$10K. The Board agreed to hold for now but realizes this will have be addressed in the near future.
- h. First Quarter Review of Landscape Vendor Performance:
 - i. To date Board is satisfied with DreamScape performance.
 - ii. Resident Complaint: The resident complaint re siding issue damage from landscaper looked old. DreamScape would not take responsibility. Homeowner also got a new AC system during that time. Could this have happened with the new AC install? Chris to get estimate of damage. Homeowner noticed damage in March, but did not report it until April.
 - iii. Responsiveness – Good.
 - iv. Quality of Work – Good.
 - v. Condition of Lawns – Is getting better with time with applications applied by DreamScape. The Board continues to work with Josh on this issue. A reseeded in some areas has been discussed to be applied in the fall.
 - vi. Resolution of Homeowner Complaints – Good. Josh is great at follow up and speaking with homeowners himself to resolve any and all complaints.
 - vii. Mr. Metta at 101 Lodgin. Complaint of damage to steel rings/bricks and that the landscapers continue to hit it. Tom Jones is working with homeowner. Chris to follow up with Josh.
- i. FHA 20% Rental Requirement - Board agrees with recommendations in David's letter. David to get estimates.

7. Association Business:

- a. Approval of April 15th Board Minutes Motioned by Atik/Seconded Rajan
- b. Approval of April 16th Special Meeting Board Minutes Motioned by Atik/Seconded by Rajan

8. Other Business:

- a. Five Year Financial Plan – Chris to follow up, obtain, and submit to Board.
- b. Aging Report Format Changes – Financial report not working. Rajan and David to discuss next week.

- c. Safety: Atik to get estimates for security systems for CP. Board agreed to include a section on this in our new newsletter to homeowners. Dawn also to submit information for this section.
 - d. June Board Meeting – Use Zoom. Open session.
9. Next Meeting Date: Wednesday, June 17th, 2020 at 6:30 p.m.
10. Adjournment: 9:32 p.m.

Respectfully Submitted by Secretary, Dawn M. Geda

Carpenter Park SFH Monthly Board Meeting
Wednesday, July 29, 2020 at 6:30 p.m.
Location: Online

MINUTES

1. Call to Order: 6:31 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn M. Geda, Secretary
Rajan Sharma, Treasurer
Atik Kikani, Member at Large
JoAn Evans, Member at Large

3. President's Report: None

4. Association Business:

a. Final Discussion on CC&R Changes

i. Drainage Project Language

Board agreed to proposed language in Article VI, Section 2.

ii. Camper/Boat Proposed Language by Resident

1. Board reviewed research provided by Secretary, Dawn M. Geda, on boats and campers.

2. Further discussion and review of verbiage and preapproval of camper/boat storage at home site as proposed by homeowner.

3. Pat will contact homeowner for further information and clarification of proposed language.

iii. Amendments I-XII reviewed and approved by Board.

b. Attorney Demand Letters

i. Update needed on attorney demand letters. No notice received by Board members from GCM as to whether they have been sent or not.

ii. Pat to follow up with GCM via email and advise the Board.

c. Willow Tree Removal on Millet

i. Currently it is only partially done. Project was started weeks ago.

ii. Trunk pieces and limbs that have been removed are lying on the lawn and the grass is dying.

iii. Pat to follow up with GCM and have an additional letter sent to the homeowner requesting limb and trunk removal off of lawn; repair of lawn; and further proper removal of trunk including removal of stump.

5. New Business:

a. Arborist Inspection Needed

i. Recommended by Pat for some trees in question that may be dying. It has been some time since they were last inspected.

ii. There is no cost involved.

iii. Approved by the Board to take place after Run 5 of the Drainage Project is completed.

- b. Change Order for Run 5
 - i. Cost \$400.
 - ii. Recommended by Steve Gallivan.
 - iii. Additional pipe to be added to include this home on this run.
 - iv. Motioned for approval by Dawn/Seconded by JoAn.
- 6. Next Meeting Date: Wednesday, August 26, 2020
- 7. Adjournment: 7:03 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH Monthly Board Meeting
Date of Meeting: Wednesday, August 26, 2020 at 6:30 p.m.
Location of Meeting: Online

MINUTES

1. Call to Order: 6:31 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
Rajan Sharma, Treasurer
Atik Kikani, Member-at-Large

3. Treasurer's Report: Satisfactory. No concerns to discuss.

4. Committee Reports:

i. Landscaping:

1. Overall Aeration and Targeted Reseeding Proposal

i. \$1200 for aeration/\$5597.50 for partial reseeded

ii. 44 total homes

iii. Cost to reseed all homes is \$12K+

iv. Reseeding of all homes is not necessary at this time.

v. Board agreed to the targeted reseeded bid

vi. Re-evaluation to be performed in spring of 2021

vii. Motioned by Pat/Seconded by Dawn

viii. Notice to be sent to homeowners which will include specifics as to proper watering of the newly seeded areas

2. Arborist:

i. Schedule has been delayed by a few weeks

ii. Pat to contact GCM for follow up

3. Renewal of Dreamscapes Contract:

i. Contract renewed for 3 years – by calendar year

ii. No increase in cost

iii. Contract updated to specify Carpenter Park

iv. Aeration and reseeded not included and will be purchased separately when and if needed

v. Mulching not included and will be contracted separately as needed

vi. Application schedule added to contract

vii. Liming included

a. HOA to receive results of soil testing for liming from DreamScapes

b. Pat to check and see if we can submit soil samples ourselves

viii. Quarterly meetings to continue with owner, Josh E.

ix. Motioned by Atik/Seconded by Rajan

4. Willow Tree Removal

i. Two week extension requested by homeowner and approved by Board

ii. New deadline: Tuesday, September 8th

iii. Next step: Owner to meet with the Board if new deadline not met

ii. Nominating Committee:

1. Homeowner Request for Position on Committee - Term 2021-2022

i. Resident: Jim Baucom

- ii. Interview to be scheduled with the Board at October meeting
 - iii. Dawn to write letter to resident:
 - a. Requesting presence at October meeting for interview
 - b. Interview limited to no more than 20 minutes
 - 2. Committee Participation and Chairperson
 - i. More people needed
 - ii. No one interested at this time
 - iii. Board will continue to seek residents to fill positions
- 5. Association Business:
 - i. CPSFHOA Email Account
 - 1. New board members unable to access
 - 2. Dawn to evaluate and fix
 - ii. CC&Rs finalized
 - iii. Future board meetings to take place on Tuesdays
 - iv. CPSFHOA Membership Meeting
 - 1. Schedule for October
 - 2. Proposed agenda
 - i. CC&Rs
 - ii. Drainage Warranty
 - v. GCM – To attend September Board Meeting
 - Concerns:
 - i. Response time
 - ii. Meeting attendance
 - iii. Admin issues
 - iv. Role of Chris Wing
- 6. Other Business:
 - Approval of July 14th Special Meeting Minutes – Motioned by Atik/Second by Rajan
- 7. Next Meeting Date: Tuesday, September 22, 2020
- 8. Adjournment: 8:36 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH BOD Meeting
Date of Meeting: Tuesday, September 29, 2020
Location of Meeting: Online

MINUTES

1. Call to Order: 6:30 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
Rajan Sharma, Treasurer
Atik Kikani, Member-at-Large
JoAn Evans, Member-at-Large

Residents Present: Tom Jones, Landscape Committee

3. President's Report: None

4. Treasurer's Report: None

5. Committee Reports:

a. Document:

i. CC&Rs:

1. Final changes reviewed and approved by Board.
2. CC&Rs to be emailed to homeowners for review prior to November meeting.

b. Architectural:

i. Drainage Project Updates:

1. Residents in arrears: 8 homeowners in arrears. \$1500 total. Letters have been sent by GCM. There is one homeowner who has not paid at all. Rajan to discuss next steps with David of GCM.
2. Drainage connection requirements. There is some confusion among residents as to the proper process to connect to new drainage system. Pat sent an email to homeowners to clarify. The Board agreed to add requirements to our guidelines for future use and clarification. Gallivan to provide Board with a list of all residents who have connected.
3. The Board agreed to ask Steve Gallivan to our next Board meeting to thank and recognize him for all his work and all his extra efforts.
4. Reseeding of drainage areas. Three reseeding to date. Rain continues to wash away the seeding. Board agreed to give additional time for seeds to grow and to be patient. Pat to check on Millet drainage area as Rajan reported a concern that this area was never seeded.
5. Drain system is working well. Residents are doing a fine job of reporting ponding which will be addressed later per our discussions with Gallivan.
6. Barriers have been added in some drainage areas to slow water flow and allow for seed growth.
7. Final drainage report to be received next week.

c. Landscaping:

i. Dreamscape Updates:

1. Large shrub in front of 207/209 Millet. Needs to be pruned severely or removed. Rajan confirmed his neighbor is in agreement of either. Dawn sent email to Josh for cost proposals for removal/replacement and also for a severe pruning. Dreamscapes to prune all homes the end of October. Shrub is on private property not common area. Dawn to get proposals and submit to the Board. Pat will then discuss with Rajan.
2. Grass/soil issue at 207 Millet. Side of house. Home of Rajan Sharma. Rajan reports a weed issue. Dawn to send email to Josh of Dreamscapes to look at the area and report back to the Board.
3. Reseeding. Second seeding of the 48 homes to continue this week.
4. Flag tampering. A homeowner was observed tampering with the flags. They were not on the reseeding list.
5. Watering of newly seeded areas. There is a lack of watering of newly seeded areas by homeowners. If this becomes an issue, the Board will take additional steps in the future to prevent this from happening again.
6. 315 Millet-plants growing out of gutter (photos submitted by Rajan Sharma). Rajan contacted Amy at GCM who will send out a violation letter.
7. Reinstating Tom Jones to the Landscape Committee. Motioned by Joan/Seconded by Pat and Dawn.
8. SC Tree Service Removal Proposal: \$4700 total. Trees are in common areas. Includes significant pruning and no tree removals. Board agreed to get another bid or two. Pat to check with Dreamscapes to see if they are interested. It is noted this bid is in our current budget.
9. 213 Millet-Willow tree removal. Homeowner has requested the Board to pay for the reseeding of the lawn. Project is still incomplete as there remains a large amount of wood chips on the lawn. Tom Jones and JoAn Evans will go and view the site and report to the Board.

d. Nominating:

- i. Email sent by resident to Board re proper resignation procedure. The guidelines state service on this committee is only for one year and then the resident is no longer a member. This is resolved. Pat to confirm with Amy to see if she has heard anything more from this resident.

e. Safety:

- i. Upcoming meeting to be scheduled.
- ii. Committee title: Neighborhood Watch Committee.
- iii. Lieutenant Almond of the Morrisville Police Department to act as liaison.

6. Management Company Report: None

7. Association Business: None

8. Other Business:

- a. Approval of June Minutes (Closed Meeting). Motioned by Rajan/seconded by Atik.
- b. Approval of July 16th Special Meeting Minutes. Motioned by JoAn/Seconded by Dawn.
- c. Approval of July 21st Special Meeting Minutes. Motioned by JoAn/Seconded by Dawn.
- d. Approval of July 29th Board Meeting Minutes. Motioned by Pat/Seconded by Dawn.
- e. Approval of August 26th Board Meeting Minutes. Motioned by Pat/Seconded by Dawn.
- f. Dawn to email July and August Board Meeting Minutes to GCM to add to website.
- g. Dawn to upload all Minutes to Gmail docs.

9. Next Meeting Date: Tuesday, October 27th, 2020 at 6:30 p.m.

10. Adjournment: 8:52 p.m.

Carpenter Park SFH BOD Meeting
Date of Meeting: Tuesday, October 27, 2020 at 6:30 p.m.
Location of Meeting: Online

MINUTES

1. Call to Order: 6:30 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
Atik Kikani, Member-at-Large
Rajan Sharma, Member-at-Large

3. President's Report: None

4. Treasurer's Report:

a. Finances – Satisfactory

i. HOA monthly assessments – no arrearages to report.

ii. Special Assessment Drainage Project

Outstanding arrearages: \$1395

a. One homeowner owes the full amount: \$888

b. Remaining owed: \$507

c. Letters have been sent to homeowners

d. Rajan to contact David at GCM on homeowner who still owes the full amount and has made no payments. Board agreed to send attorney demand letter.

b. Reserve Funds: Total amount in account: \$5029.00. Discussions pending to increase reserve amount.

5. Committee Reports:

a. Architectural:

Retaining Wall Quotes:

1. \$2500 to remove and resurface as a grassy slope. Other bids for same came in at over \$4000.
2. Options: Repair, rebuild, or remove.
3. The companies who bid did confirm that the wall could be safely removed with no issues.
 - a. Will it look odd as it will not match the other side of the entrance?
 - b. Will there be issues in the future?
 - c. Do we need homeowner's approval?
4. Morrisville Township confirmed Morrisville-Carpenter road expansion project will not have any impact on this area.
5. Pat to obtain additional quotes for repair/re-enforcement. We already have three bids. Pat took the action to follow up with GCM to see if homeowner approval is needed to remove a capital asset. They have not yet responded.
6. Board noted that this project is not something that has to be done right now. It is a project that can be put on the agenda to take care of a later time.

- b. Landscaping:
 - i. Millet special assessment drainage area concern.
 - 1. All seed washed away due to the amount of rain this year.
 - 2. Gallivan confirmed they seeded the area more than once.
 - 3. Pat to talk with Ray and report back to the Board
 - ii. Willow tree issue: the tree remains found in common area on Millet are not from the willow tree that was removed. These tree remains are from Gallivan and his crew. They will be out to remove the remains and haul them away in the next few weeks.
 - iii. The Board and Gallivan responded to a Millet Dr homeowner concern of continued standing water issues by visiting the home and assessing the area. The drainage issue is not from the new drainage project. The home needs additional drainage work which is the responsibility of the homeowner. The homeowner indicated they will contact a contractor for the work. Recommend not including the address but it was 307 Millet rather than 219.
 - iv. Buildup of leaves, twigs and undergrowth in the common area is interfering with drainage flow behind Millet homes. Ray Rapuano and Gallivan recommend that our landscaper clear a 15 to 20 foot path into the common area at regular intervals behind these homes so water will flow through the area properly. The buildup of leaves and twigs is currently acting as a dam-preventing water from flowing into the common areas and away from the lawns. Pat to discuss with Josh of DreamScapes and report back to the Board.
- c. Nominating Committee: Continued lack of homeowner participation remains a problem.

6. Management Company:

Violations

- i. Board is still not receiving monthly violation reports from GCM.
- ii. Pat sent an email, and we are waiting to hear back from Chris of GCM.
- iii. This is a continued concern for the Board.

7. Association Business:

a. CPSFHOA November Meeting:

- i. Virtual Zoom meeting scheduled for 11/19/2020 at 6:30 p.m.
- ii. Agenda: Updated CC&Rs, 5 Year Budget, 2021 nominations.
- iii. Board to meet prior on the 18th with David from GCM in attendance.
- iv. To date there has been very little response from homeowners re CC&R updates despite several emails from the Board.
- v. Only homeowner suggestion received to date: RV allowance.
- vi. Board agreed to send homeowners an additional email to send in questions about CC&Rs by 11/13 to be addressed at meeting. We will also respond to questions via the Chat feature as time allots while the meeting is taking place.

b. Robberies

- i. A continued concern in our area.
- ii. Pat indicated that she started a tracking sheet and most of the robberies occur on Tuesdays and Sundays as well as to homes where the resident is a single female.
- iii. The Board agreed that this is valuable information, and we will include it in our next newsletter going out to our residents.

8. September Meeting Minutes approved. Motioned by Rajan/Seconded by Atik.

9. Next Board Meeting Date: Tuesday, November 17th, 2020 at 6:30 p.m.

10.CPSFHOA Meeting Date: Thursday, November 19th, 2020 at 6:30 p.m.

11.Adjournment: 7:50 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

**Carpenter Park SFH Monthly Board Meeting
Tuesday, November 17th, 2020 at 6:30 p.m. - Virtual Monthly Meeting**

MINUTES

1. Call to Order: 6:30 p.m.

2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Rajan Sharma, Treasurer
Dawn Geda, Secretary
Atik Kkani, Member-at-Large
JoAn Evans, Member-at-Large

3. President's Report: None

4. Association Business:

Review of agenda for homeowner's meeting of 11/19/2020:

- i. Resignation of President, Patricia Buchanan
Pat's recommendations going forward
 - a. Notify homeowners of spring cleanups before date of inspections
 - b. Remain a positive and forward-thinking Board
 - c. Implement fines for homeowners who do not follow guidelines and attack the Board
 - d. Will prepare and send Board the following documents:
 - i. Capital Plan
 - ii. 2021 calendar
 - iii. Action Plan
- ii. CC&Rs Presentation:
 1. Discuss changes made and why they are necessary
 2. Vote on changes in mid December
 3. 90% vote needed for changes to pass
 4. Ask David to have link available for CC&Rs for residents to use if needed during the meeting
- iii. List all accomplishments for 2020: Pat
- iv. Drainage Update: Ray Rupano
- v. Budget and Financial Long-term Review: David
- vi. 2021 Nominating Committee: No interest to date

5. Other Business

- a. The Board thanked Pat for her service and dedication.
- b. Approval of 10.27.20 Minutes: Motioned by Atik/Seconded by JoAn Evans
- c. Swimming pool issue: Deed to be signed then issue resolved.

6. Next Meeting Date: Wednesday, November 18, 2020 at 6:30 p.m.

7. Homeowner's Meeting Date: Thursday, November 19, 2020 at 6:30 p.m.

8. Adjournment: 7:13 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH BOD Meeting
Date of Meeting: Wednesday, November 18, 2020 at 6:30 p.m.
Location of Meeting: Online

MINUTES

1. Call to Order: 6:30 p.m.
2. Establish Quorum of Board

Board Members present: Patricia Buchanan, President
Dawn Geda, Secretary
Rajan Sharma, Member-at-Large
JoAn Evans, Member-at-Large

Grandchester Meadows: David Robbins
3. President's Report: None
4. Association Business: Review of Agenda for 11/19/20 Homeowner's Meeting
 - a. Welcome
 - b. Introduce Board members and other committee members
 - c. Establishment of a quorum confirmation
 - d. Explanation of logistics of meeting: David
 - i. All muted during meeting
 - ii. Use of chat feature for comments, questions, etc.
 - e. President's Report: Patricia Buchanan
 - f. Drainage Project Update and Review: Ray Rapuano
 - g. Accomplishments: Dawn Geda
 - h. Financials: David
 - i. 2020 budget year end review
 - ii. 2021 budget preview/projections
 - iii. Long term budget preview
 - iv. Capital projects
 - v. Reserves
 - vi. Audit
 - i. Board Elections
 - i. President Patricia Buchanan's Election in 2018
 - ii. President Patricia Buchanan's Resignation
 - iii. Current board positions open
 1. Nominees
 2. Review of process
 3. Process of acclamation vote review
 - j. CC&Rs
 - i. Brief review of revisions
 - ii. Q&A
 - iii. Document to be shared on the screen during meeting
 - k. Swimming Pool Issue Update: Resolved – Deed to be signed
5. Next Meeting Date: Thursday, November 19th, 2020 at 6:30 p.m.
6. Adjournment: 7:40 p.m.

Respectfully submitted by Secretary, Dawn M. Geda

Carpenter Park SFH BOD Meeting
Date of Meeting: Tuesday, December 29, 2020 at 7:00 p.m.
Location of Meeting: Online

MINUTES

1. Call to Order: 7:00 p.m.

2. Establish Quorum of Board

Board Members present: Dawn Geda, Secretary
Rajan Sharma, Treasurer
Atik Kikani, Member-at-Large

Homeowners present: Tom Jones
Marie Juris

Grandchester Meadows: Chris Wing

3. Association Business:

a. Appointment of Nominees (from November meeting):

i. The following residents were officially appointed:

1. Marie Juris. Motioned by Atik/Seconded by Dawn

2. Tom Jones (Appointed at 11/2020 and confirmed this meeting). Motioned by Atik/Seconded by Rajan

b. Election of Officers:

i. The following residents were elected for the following board positions:

1. Marie Juris: President

2. Tom Jones: Vice President

ii. The following residents will continue to serve their term as follows:

1. Dawn Geda: Secretary

2. Rajan Shwama: Treasurer

3. Atik Kikani: Member-at-Large

4. Treasurer's Report:

a. 2020 Review:

i. Rajan is still waiting for November reports from GCM.

ii. \$2900 still not resolved. Rajan to work on this after receiving GCM reports.

iii. 2020 expenses were lower than budgeted.

b. 2021 Budget: To be discussed at January meeting. Dawn to add to agenda.

c. GCM to forward financial reports directly to Rajan by midmonth instead of to Board president.

d. Board meetings to be scheduled after midmonth to allow time for Rajan to receive and review reports, etc.

e. SunTrust Bank Account. Rajan requested to receive bank statements. Board approved. Chris to follow up and ensure Rajan is sent statements at least quarterly from now on.

5. Committee Reports:

a. Architectural:

i. Drainage Update

1. Email update received by Board from Ray Rapuano on 12/11/2020.

2. The ARC is working on the last remaining few issues.

3. Next walk through is scheduled for 3/15/2021.

4. Final payment will continue to be held per recommendations of ARC and Steven Gallivan until project completed.
5. ARC will continue to send routine updates to Board.
- ii. Homeowner Violations
 - Monthly violation reports. Board is still not getting monthly violation reports. This remains an ongoing issue. Chris confirmed that the Board will receive these from now on beginning in January. Report to include letters sent, responses, and any additional updates, etc.
- iii. Current violations:
 1. 205 Kudrow: swing set to be removed next week.
 2. Vacant home on Rama with ivy issues. GCM is currently trying to get in contact with the owner and will update the Board.
 3. 307 Millet: garbage cans in driveway. The sides of the home are flooded and the owner is not able to put the trashcans on the side of the home. The owner has contacted a subcontractor to assist with drainage issues. GCM will contact the owner and send an update to the Board.
 4. Spring cleaning letter: To be written by GCM and sent to all residents prior to next drive through inspection (March or April). Letter to include a list of cleaning recommendations such as mold on siding, mulch, garbage can storage, dead shrubbery removal, etc. and letter will also include inspection date so residents will have time to take care of any violations prior to GCM inspection.
- iv. Guidelines:
 1. Next ARC meeting is scheduled for mid January.
 2. Board to review guidelines and forward to ARC any questions, concerns, or recommended changes no later than 1.12.21.
- v. CC&R Ballots:
 1. The Board would like to know if we do a customized ballot that lists the changes of most concerned edits individually for homeowners to vote on (i.e. RV/Boat storage; total board member count; shrubbery planting; etc.). Voting requirement to pass is 90%. This may make it easier for homeowners. Chris to check with attorney and follow up with the Board as to attorney's recommendations and advice.
 2. Due to waiting information on a customized ballot, February may now be our mail out date.
 3. Board agreed to send email to all residents updating them on the ballots once we get an answer from the attorney on the customized ballot layout. GCM to write and send the email.
- vi. New ARC Member: The Board warmly welcomes Jim Baucom to the ARC Committee and thanks him for his service. Dawn to send welcome email to Jim.
- b. Landscaping:
 - i. Committee Chairperson still needed.
 - ii. Christmas Decorations: Dawn will take down and store at her home.
 - iii. Front Entrance Landscaping: Email from Josh dated 12/1/2020.
 1. Recommendations
 2. Planting images
 3. Landscaping meeting to be scheduled in January.
 4. Lighting quotes: Tom Jones met with Duke. Meter cost estimates: \$5K and \$7K. Solar lighting to be considered for Millet. Tom will send the Duke quotes to the Board.
 - iv. Dreamscape bid for Millet clean up (debris, leaves, V grooves, etc.):
 1. Bid amount: \$1975.00

2. Board agreed this must include a 3 or 4 foot buffer at each mowing in order to prevent buildup again as it had a major effect on our drainage issues.
 3. Bid approved by the Board. Motioned by Marie/Seconded by Dawn
 4. Rajan to forward bid to the Board.
 5. Ray and Tom to meet with Josh and get commitment of buffer in writing and inform of the approved bid. Tom to follow up with the Board and notify Board of projected start date.
- v. Landscaping Requests
1. 309 Millet: tree removal. Completed without issue.
 2. 304 Millet: tree planting.
 - i. Board agreed that homeowner did not follow application process and planted tree without any approval from GCM/Board.
 - ii. GCM/Board received complaints from resident's neighbor.
 - iii. Landscaping Committee/Tom Jones performed a site review. Tree confirmed to be within homeowner's lot lines and not imposing on neighbor's lot lines or water lines.
 - iv. Board agreed to fine homeowner \$100 according to our guidelines and fine must be paid within the time specified or a daily fine will be assessed and added per our guidelines.
 - v. Board further agreed we will not have the homeowner remove the tree.
 - vi. GCM to notify homeowner of the Board's decisions by letter and will further remind homeowner that all complaints are to be addressed to GCM and she is not to visit Board members' homes as specified in her letter of early December.
6. Management Company Report by Chris:
- i. Retaining wall issue: on hold for now.
 - ii. Architectural changes: Board agreed to continue the "no neighbor signatures required" due to Covid. GCM will continue to contact residents by phone.
 - iii. Tree cutting/butchering along Morrisville-Carpenter Road that took place last spring by Duke: on hold for now.
7. Other Business:
- a. November minutes. These have not been sent to the Board. Chris to follow up and report back to the Board.
 - b. Update letter to residents: GCM to email homeowners on all updates including the drainage project; ballots, spring inspection clean up, etc.
8. Next Meeting Date: Tuesday, January 26, 2020 at 6:30 p.m.
9. Adjournment: 8:50 p.m.

Respectfully submitted by Secretary, Dawn M. Geda